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September 7, 1989

FILE NO.

DIRECT DIAL NO. 804 788-

Field Sales Directors and
Section Offices
Philip Morris U.S.A.

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

Dear Sir or Madam:

As the memo from Mr. Rickerson indicates, Hunton & Williams has been working with Philip Morris U.S.A. for the past several months on revising the existing records management program. As part of this update, we have revised the existing record retention schedules. In a meeting with Doug Nelson, Vice President of Field Sales, on August 28, we discovered that we would have to reformat the retention schedules we had developed for the Field Sales section offices and Field Sales directors due to the organizational structure changes in the Sales Department. We apologize for the delay.

You will note that we have retained the seven-region structure rather than attempting on our own to convert the information we received back in February to the new five-region structure. In addition to reviewing these retention schedules for completeness and accuracy, we ask that you indicate clearly which retention schedule will apply to you currently and be sure that all categories of records on that retention schedule adequately cover the records that you maintain. In order to do this, you may have to consult two or more retention schedules from the different regions due to the fact that you may now be responsible for areas that had previously been covered by another region or section.

Finally, we ask that you review the retention periods and attempt to shorten the length of time these records are retained where possible. Certainly, we also solicit your advice on whether these retention periods must be lengthened in order to meet the business needs of the Company.

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Source: https://www.industrydocuments.ucsf.edu/docs/njck0000

Thank you for your assistance in this project. We regret that we are working under such a tight time schedule, but ask that you try to return these retention schedules to us as soon as possible and preferably before September 20, 1989. Responses can be sent directly to me at the Raleigh address given above. If you have any questions, please do not hesitate to call me (919-899-3061).

Very truly yours,

Arthur J. DeBaugh

Arthur J. DeBaugh

630/6145
Enclosures
cc: Stuart E. Rickerson, Esquire
Mr. Douglas H. Nelson
Thomas G. Slater, Jr., Esquire

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